



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: May 29, 2018 
SUBJECT: Establishment of RTC Procurement Card, Resolution 06-18-11

AT A GLANCE - ACTION

The proposed Resolution would authorize the Executive Director to establish a Procurement Card.

INTRODUCTION

In order to provide staff the ability to conduct the ordinary and necessary business of RTC without creating personal liability for RTC expenses, it has become necessary to approve a procurement card. RTC should limit any risk or exposure by authorizing the funding and use of a prepaid credit card.

The current RTC Procurement Policy that was amended per Resolution 02-18-04, including Section 5 “Purchasing (Credit) Cards” should continue as adopted. Purchases should follow the same process that is currently in place for all purchases. This system utilizes purchase orders for both the request of purchase and purchase review and is complemented with warrant claims approval by the board.

The initial deposit and claim will be for \$2,500 plus the expense of establishing the card. Reconciliation and replenishment should be completed monthly and at the same time and in the same manner as petty cash. In no circumstances should the card be used in a manner that violates RTC’s Procurement Policy.

POLICY IMPLICATION

None.

BUDGET IMPLICATION

Initial action requires establishment of the card at the expenditure level of \$2,500 + fees.

ACTION REQUESTED

Adoption of Resolution 06-18-11 authorizes the Executive Director to establish a procurement card.

Attachment: Resolution

RESOLUTION 06-18-11

A RESOLUTION relating to establishment of a procurement card for the purpose of RTC staff conducting ordinary and necessary business.

WHEREAS, RTC has provided clear guidance on procurement policies and allowable expenses, and

WHEREAS, RTC protects assets in conformance with applicable regulations; and,

WHEREAS, RTC intends to treat the procurement card as an imprest account with a balance of \$2,500.

NOW THEREFORE

BE IT RESOLVED BY THE Southwest Washington Regional Transportation Council:

Section 1. The Executive Director shall establish a procurement card; and,

Section 2. The Executive Director has established procedures for ongoing management of the procurement card that conforms to best financial management practices as provided in RTC's Procurement Policy.

ADOPTED this _____ day of _____ 2018,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Ron Onslow
Chair of the Board

Matt Ransom
Executive Director

Approved as to Form:

Ted H. Gathe
RTC General Counsel